

Staffing Guide

Position Description:			Hotel Night Auditor		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation <u> X </u> • Occupancy Rate <u> X </u> • Seasonal/Peak Workload <u> — </u> 	<ul style="list-style-type: none"> • Staff Supervised <u> </u> • Facility Layout <u> </u> • Facility Size <u> X </u> 	<ul style="list-style-type: none"> • Facility Age <u> </u> • <u> </u> <u> </u> • <u> </u> <u> </u> 		
Workload/Staffing Comments: Only authorized for 24-hour operations. Performs duties of desk clerk during night audit shift. May act as Manager on Duty during night audit shifts.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	* Not Authorized	** Note Authorized	** Not Authorized	1 (NF-2)	1 (NF-2)
Alternate Staffing Standard (If Required)	None	None	None	1 additional (NF-2) to cover 7 day per week operations	1 additional (NF-2) to cover 7 day per week operations
Explanation of Alternative Staffing Standard: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>					
Staffing Standard Footnotes: * Night Auditor duties performed by the Operations Clerk. ** Night Auditor duties performed by the Accounting Technician. .					